



**HOUSING AUTHORITY
of the County of Los Angeles**

700 W. Main Street • Alhambra, CA 91801

Tel: 626.262.4510 • TDD: 855.892.6095 • www.hacola.org

Hilda L. Solis
Mark Ridley-Thomas
Sheila Kuehl
Don Knabe
Michael D. Antonovich
Commissioners

Sean Rogan
Executive Director

**AGENDA
FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING COMMISSION
WEDNESDAY, FEBRUARY 25, 2015
12:00 PM
FRANCISQUITO VILLAS HOUSING DEVELOPMENT
14622 FRANCISQUITO AVENUE
LA PUENTE, CA 91746
(626) 960-7207**

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1. Call to Order

2. Roll Call

James Brooks, Chair
Michelle-Lynn Gallego, Vice Chair
Alma Cibrian Reza
Zella Knight
Val Lerch
Margaret Mott
Henry Porter Jr.

3. Reading and Approval of the Minutes of the Previous Meeting

Regular Meeting of January 21, 2015.

4. Report of the Executive Director

5. Presentations

NOFA process for Affordable Housing Developments.

6. Public Comments

The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.

Regular Agenda

7. Approve the Annual Plan for the Housing Authority of the County of Los Angeles (All Districts)

Recommend that the Board of Commissioners find that the activities in the attached Annual Plan, as described herein, are not subject to the provisions of the California Environmental Quality Act (CEQA), because they will not have the potential for causing a significant effect on the environment; recommend that the Board of Commissioners approve the Annual Plan, as required by the U.S. Department of Housing and Urban Development (HUD), to update the Housing Authority's program goals, major policies and financial resources, including the Capital Fund Program (CFP) Annual Statement and Five-Year Action Plan, the Admissions and Continued Occupancy Policy for the Public Housing Program, the Public Housing Lease Agreement, and the Housing Choice Voucher Program Administrative Plan; recommend that the Board of Commissioners adopt and instruct the Mayor to sign a Resolution approving the Annual Plan for submission to HUD, and authorize the Executive Director or his designee to take all actions required for implementation of the Annual Plan; recommend that the Board of Commissioners authorize the Executive Director or his designee to execute all documents required to receive HUD allocated CFP funds which are estimated to be approximately \$4,500,000; recommend that the Board of Commissioners authorize the Executive Director or his designee to incorporate into the Annual Plan all public comments received and approved for inclusion by the Board; and authorize the Executive Director or his designee to submit the Annual Plan to HUD by April 17, 2015.

8. Award a Construction Contract for the South Scattered Sites Roof Rehabilitation Project (District 2)

Recommend that the Board of Commissioners find that the proposed Project is exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and record of the project; recommend that Board of Commissioners approve the Project and adopt the plans and specifications that are on file in the Construction Management Unit of the Community Development Commission for construction of the Project; recommend that Board of Commissioners award and authorize the Executive Director or his designee to execute a Contract and all related documents with Universal Coatings Inc., the lowest responsive and responsible bidder, to complete roof repair and recoating, at four scattered public housing sites in unincorporated Los Angeles County, following receipt of the approved Faithful Performance and Labor and Material Bonds and insurance filed by the Contractor, and using \$259,325 included in the Housing Authority's approved Fiscal Year 2014-2015 budget; recommend that Board of Commissioners authorize the

Executive Director or his designee, upon his determination and as necessary and appropriate, to amend the contract, or to terminate the contractor's right to proceed with the performance of the Contract or to terminate the Contract; recommend that Board of Commissioners authorize the Executive Director or his designee to approve Contract change orders not to exceed \$51,865 for unforeseen project costs, using the same source of funds.

9. **Housing Commissioners May Provide Comments or Suggestions for Future Agenda Items**

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 700 W. Main St., Alhambra, CA 91801. Access to the agenda and supporting documents are also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least (3) business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (626) 586-1501, or by e-mail at roberta.lear@lacdc.org, from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES
MINUTES FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, January 21, 2015.

The meeting was convened at Nueva Maravilla Housing Development, Main Hall, 4919 E. Cesar Chavez Ave., Los Angeles, CA 90022 (323) 260-2190.

Digest of the meeting. The Minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Chair, Brooks, at 12:10 p.m.

<u>ROLL CALL</u>	<u>Present</u>	<u>Absent</u>
James Brooks, Chair	X	
Michelle-Lynn Gallego, Vice Chair		X
Alma Cibrian Reza	X	
Zella Knight	X	
Val Lerch	X	
Margaret Mott	X	
Henry Porter	X	

PARTIAL LIST OF STAFF PRESENT:

Sean Rogan, Executive Director
Emilio Salas, Deputy Executive Director
Maria Badrakhn, Director, Housing Management
Margarita Lares, Director, Assisted Housing

GUESTS PRESENT:

None.

Reading and Approval of the Minutes of the Previous Meeting

On Motion by Commissioner Lerch, seconded by Commissioner Knight, the Minutes of the Regular Meeting of December 17, 2014 were unanimously approved.

Agenda Item No. 4 – Report of the Executive Director

Deputy Executive Director, Emilio Salas reported the following:

Recently the Housing Authority executed a contract with Levine Property Management to provide property management services for Lancaster Homes, our 119 unit senior complex. Over the past several months we've had meetings with the residents at Lancaster Homes to discuss this transition.

There will be no change in the Lancaster Homes rents or their re-examination schedules. The only change is in the management agent. We are piloting this outsourcing to determine if we can achieve savings. Lancaster Homes is 50 miles away from its headquarters building located in Santa Clarita. The distance poses challenges for the maintenance staff who drive from Santa Clarita to Lancaster daily (a 100 mile round trip) and for the property supervisor to oversee such a remote site.

The move will result in a net reduction of 3 staffing personnel; however, it will not result in layoffs. The Resident Manager position is vacant and has not been filled. The maintenance worker assigned to this area has been reassigned to another vacant position, and the Housing Specialist will also be reassigned to another location.

Levine was selected through an open and competitive bid process and we have other properties on the CDC side that they manage for us.

Mr. Salas noted that we recently received our final Public Housing Assessment System (PHAS) score from HUD for our Public Housing Program. The Housing Management Division achieved a score of 95 out of 100 yielding a High Performer rating for the 4th consecutive year. Congratulations to the staff for their hard work and also thanks for the support divisions that worked closely with us to achieve such a score.

Mr. Salas explained that we had the privilege of meeting with the new CDC/Housing Authority Deputies from the 1st and 3rd districts; they are Cielo Castro and Molly Rysman. Ms. Castro is a former HUD employee and Ms. Rysman has a background in the non-profit affordable housing development arena. Both bring extensive housing experience and we're looking forward to working closely with both offices.

At the November 2014 Housing Commission meeting, Commissioner Knight requested a report on homeless activities in light of the United States Interagency Council on Homelessness (USICH) Summit in Washington that took place in the fall of 2014. We prepared a report for this meeting (January 2015) to highlight our various activities to address homelessness.

Mr. Salas informed the Commissioners of the Greater Los Angeles Homeless Count taking place beginning January 27-29, 2015. The counts are conducted by Service Planning Area and will take place as follows:

1/27/15: San Gabriel Valley and East Los Angeles County.

1/28/15: West LA and SouthBay/Harbor.

1/29/15: Antelope Valley, San Fernando Valley, Metro and South Los Angeles.

Los Angeles Homeless Services Authority (LAHSA) coordinates the homeless count every two years and the information is critical to our region as it provides the basis for which we request federal funding.

The National Association of Housing & Redevelopment Officials (NAHRO) legislative conference will be held in Washington, D.C. from March 16-18, 2015.

The vacant Tenant Commissioner positions have applicants scheduled for interviews on Friday, January 23, 2015. A panel is being assembled to interview the five candidates.

Agenda Item No. 5 - Presentations

HACoLA addressing homelessness in Los Angeles County – Martin Peery

Agenda Item No. 6 - Public Comments

Lorena Michalek, a Section 8 resident, requested information on special needs programs. Margarita Lares, Director of the Section 8 Division, addressed her questions and Martin Peery, Manager of the Special Needs Programs, provided one-on-one counseling to her.

Regular Agenda

On motion by Commissioner Lerch, seconded by Commissioner Knight and unanimously carried, the following was approved by the Housing Commission:

**AWARD A CONSTRUCTION CONTRACT FOR THE SOUTH SCATTERED
SITES EXTERIOR PAINTING PROJECT (DISTRICT 2)
AGENDA ITEM NO. 7**

1. Recommend that the Board of Commissioners find that the proposed Project is exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and record of the project.
2. Recommend that the Board of Commissioners approve the Project and adopt the plans and specifications that are on file in the Construction Management Unit of the Community Development Commission for construction of the Project.
3. Recommend that the Board of Commissioners award and authorize the Executive Director or his designee to execute the Contract and all related documents with Corral Construction & Development Inc., to complete exterior painting at five scattered public housing sites in unincorporated Los Angeles County, following receipt of the approved Faithful Performance and Labor and Material Bonds and insurance filed by the Contractor, and using \$154,080 included in the Housing Authority's approved Fiscal Year 2014-2015 budget.
4. Recommend that the Board of Commissioners authorize the Executive Director or his designee, upon his determination and as necessary, to amend the contract, or to terminate the contractor's right to proceed with the performance of the Contract or terminate the Contract.
5. Recommend that the Board of Commissioners authorize the Executive Director or his designee to approve Contract change orders not to exceed \$30,816 for unforeseen project costs, using the same source of funds.

Agenda Item No. 8 – Housing Commissioner Comments and Recommendations for Future Agenda Items

Commissioner Knight wished everyone a Happy New Year and expressed thanks for the presentations. She complimented the great work locally and nationally.

Commissioner Mott noted that we have made a positive start for the new year.

Commissioner Cibrian Reza thanked everyone for the holiday festivities and sense of community.

Commissioner Lerch wished everyone a Happy New Year!

Commissioner Porter wished everyone a Happy New Year and enjoyed the homeless presentation. He is familiar with the public housing South Scattered Sites and noted there were roof mounted satellite dishes, overgrown trees and two disabled parking spots, missing signage. Maria Badrakhan, Director of Housing Management, addressed his issues. He also requested the contract status of three burned units at the Carmelitos housing development. Brad Chisler, Supervisor of Architectural Development Services, addressed his issues.

Commissioner Brooks enjoyed the presentation and the different facts presented. He noted that it is good to be a part of it all and Happy New Year.

On Motion by Commissioner Porter, seconded by Commissioner Lerch, the Regular Meeting of January 21, 2015 was adjourned at 1:11 p.m.

Respectfully submitted,



SEAN ROGAN
Executive Director
Secretary-Treasurer

Housing Authority - County of Los Angeles**FOR YOUR INFORMATION ONLY**

February 25, 2015

TO: Housing Commissioners

FROM: Margarita Lares, Director
Assisted Housing DivisionRE: **FSS PROGRAM UPDATE – FEBRUARY 2015**

The Family Self-Sufficiency (FSS) Program is a HUD initiative intended to assist Housing Choice Voucher Program Participants achieve economic independence and self-sufficiency.

ACTIVITIES

NUMBER CURRENTLY ENROLLED	594	As of February 1, 2015
NEW ENROLLMENTS	10	FSS Participants Enrolled
CONTRACTS EXPIRED	9	FSS Contracts Expired
DIRECT ASSISTANCE REFERRALS	193 8 623 2 29 4 0 90 266 180 0	Workforce Centers Home Ownership Program/Seminars/workshops Job referrals Educational/Vocational Services Credit Repair Services Financial Literacy Individual Deposit Accounts (IDA) Transportation Assistance Health & Food Services Other Social Services Youth Services
OUTREACH & COMMUNITY EVENT	3	San Diego Housing Commission (SDHC) Networking Meeting Community Service Provider Meeting Regional Community Alliance Meeting (RCA)
GRADUATIONS	1	Requests to Graduate received
Pending Graduations	3	

If you have any questions, please feel free to contact me at (626) 586-1671.

ML:MP:dt

Attachment

FAMILY SELF-SUFFICIENCY (FSS) GLOSSARY OF TERMS

Listed below are brief descriptions of each category in the monthly FSS Report.

- 1. Number Currently Enrolled** – Current number enrolled on the FSS program as of the date the FSS Report is presented.
- 2. New Enrollments** - The number of Participants enrolled in the FSS program with an effective date on the month the FSS Report is presented.
- 3. Contract Expired** – The number of participant contracts that expired at the end of the month prior to the FSS Report presented.
- 4. Direct Assistance Referrals** – Referrals sent to FSS participants based on their requests and or the participant's goals needed to be accomplished prior to successfully completing the program.
- 5. Outreach and Community Events** – Information that was shared with FSS participants and or events or meetings the FSS Coordinators attended.
- 6. Graduations** – FSS participants that graduated last month.
- 7. Pending Graduations** – FSS participants who have requested to graduate and are pending review of successful completion of goals.



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Commissioners

Sean Rogan
Executive Director

February 25, 2015

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

**APPROVE THE ANNUAL PLAN FOR THE HOUSING AUTHORITY OF THE COUNTY
OF LOS ANGELES
(ALL DISTRICTS)**

SUBJECT

This letter recommends approval of the Housing Authority's Annual Plan for Fiscal Year 2015-2016. The Annual Plan updates the Housing Authority's program goals, major policies, and financial resources. Submission of the Annual Plan is required by the U.S. Department of Housing and Urban Development for receipt of Capital Fund Program funds, operating funds for the Public Housing Program and administrative fees for the Housing Choice Voucher Program. Included as part of the Annual Plan are the updated Capital Fund Program Annual Statement and Five-Year Action Plan, the Admissions and Continued Occupancy Policy for the Public Housing Program, the Public Housing Lease Agreement and the Housing Choice Voucher Program Administrative Plan.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners find that the activities in the attached Annual Plan, as described herein, are not subject to the provisions of the California Environmental Quality Act (CEQA), because they will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the Annual Plan, as required by the U.S. Department of Housing and Urban Development (HUD), to update the Housing Authority's program goals, major policies and financial resources, including the Capital Fund Program (CFP) Annual Statement and Five-Year Action Plan,

the Admissions and Continued Occupancy Policy for the Public Housing Program, the Public Housing Lease Agreement, and the Housing Choice Voucher Program Administrative Plan.

3. Recommend that the Board of Commissioners adopt and instruct the Mayor to sign a Resolution approving the Annual Plan for submission to HUD, and authorize the Executive Director or his designee to take all actions required for implementation of the Annual Plan.
4. Recommend that the Board of Commissioners authorize the Executive Director or his designee to execute all documents required to receive HUD allocated CFP funds which are estimated to be approximately \$4,500,000.
5. Recommend that the Board of Commissioners authorize the Executive Director or his designee to incorporate into the Annual Plan all public comments received and approved for inclusion by the Board; and authorize the Executive Director or his designee to submit the Annual Plan to HUD by April 17, 2015.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Section 511 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) mandates that the Housing Authority submit an Annual Plan for Fiscal Year 2015-2016.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. Upon approval of the Annual Plan, the Housing Authority will receive approximately \$4,500,000 in CFP funds from HUD for management improvements, administrative costs and housing rehabilitation for the Public Housing Program. HUD allocated funds for the Public Housing Program, CFP and the Housing Choice Voucher Program will be included in the annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On October 21, 1998, the QHWRA mandated that all housing authorities submit an Annual Plan every year and a Five Year Plan every five years to HUD.

The Five-Year Plan is a strategic planning document that identifies the Housing Authority's goals for the next five years. On March 26, 2013, the Board approved the current Five-Year Plan for Fiscal Years 2013-2017.

The Annual Plan identifies major program policies and financial resources. It updates information on housing needs, waiting lists, housing strategies, program policy changes and other program and management data. The Annual Plan must be updated each year, and was last approved by the Board on March 25, 2014.

Also included as part of the Annual Plan are the updated CFP Annual Statement and Five-Year Action Plan, the Admissions and Continued Occupancy Policy for the Public Housing Program, the Public Housing Lease Agreement and the Housing Choice Voucher Program Administrative Plan. Significant changes to these documents are discussed below.

Annual Plan Major Changes

Currently, a significant amendment and substantial deviation/modification to the Housing Authority's Annual Plan is defined as: "a change in program policy including changes to rent, admissions and policies, or organization of the waiting lists; additions of non-emergency work items (items not included in the current Capital Fund Annual Statement of Five-Year Action Plan), or any change with regard to demolition or disposition, designation, homeownership programs, or conversion activities."

The Housing Authority will now define a significant amendment and substantial deviation/modification to the Annual Plan as: "any change in policy which significantly and substantially alters the Housing Authority's stated mission and the persons the Agency serves. An exception to this definition will be made for any changes that are adopted to implement new HUD regulatory requirements; as such changes are not considered significant amendments by HUD."

Based on our current definition, implementation of changes is a lengthy process that requires a 45-day public review and comment period and Board approval before submitting to HUD. In some cases it takes approximately 6 months to submit a change to HUD for approval, and the Housing Authority must wait until receiving approval before implementing the change. Changing the definition will afford the Housing Authority the flexibility to implement a change when needed to immediately address budget cuts or other adverse situations.

Capital Fund Annual Statement

During Fiscal Year 2013-2014, a total of 1,326 housing units were rehabilitated at eight Public Housing Program developments.

The Fiscal Year 2015-2016 Capital Fund Annual Statement summarizes the Housing Authority's plan to use modernization funds for management improvements, administrative costs, and to rehabilitate 1,790 housing units at 14 Public Housing Program developments. Included are proposed work items, estimated costs, and an implementation schedule for the work to be completed.

As authorized by HUD, the Executive Director may amend the CFP Annual Statement as necessary to respond to needs such as housing emergencies, to safeguard property or protect health and safety, or to implement other changes that are in the interests of the Housing Authority and public housing residents. The Executive Director may also implement changes to the CFP Annual Statement in response to changes in federal funding.

Public Housing Program Admissions and Continued Occupancy Policy and Lease Agreement

The purpose of the Admissions and Continued Occupancy Policy and Lease Agreement for the Public Housing Program is to set guidelines to determine eligibility for admission and continued occupancy. The revised Public Housing Program Admissions and Continued Occupancy Policy and Lease Agreement reflect the following two changes:

- **Transitional Age Youth (TAY)**

The Housing Authority currently has an admissions preference for homeless individuals, which includes Transitional Age Youth (TAY). The Department of Children and Family Services (DCFS) pays the TAY's monthly public housing rent while in their program. Currently, there is no policy for a TAY who is no longer assisted by DCFS and who would like to remain in their Public Housing unit. The Housing Authority will include a policy that for those TAYs who would prefer to remain in their unit and would otherwise become homeless, DCFS will provide the Housing Authority with a certification of homelessness. The TAY will become a "regular" Public Housing resident, paying a monthly rent on their own.

- **Pest Control Lease Addendum**

The Housing Authority has developed a Pest Control Lease Addendum to establish resident obligations for pest control. The policies will assist both the Housing Authority and residents to eliminate the presence of pests at our public housing developments.

Housing Choice Voucher Program Administrative Plan

The purpose of the Housing Choice Voucher Program Administrative Plan is to set forth the policies and procedures that govern the Housing Authority's administration of rental assistance under this program. The revised Housing Choice Voucher Program Administrative Plan reflects the following four major changes for the Section 8 Program:

- **Family Composition**

Currently, the Housing Authority requires an applicant group to provide evidence of a stable relationship when that applicant group is not related by blood, marriage or operation of law.

Now, the Housing Authority will not require an applicant group to be related by blood, marriage or operation of law, or to provide evidence of a stable relationship, as long as the applicant's income and resources are available to meet the family's needs.

- **Homeless Waiting List Preference**

Currently, to qualify for the Homeless Waiting List Preference, homeless families must be referred by a Community Based Organization (CBO) before being placed on the Housing Authority's waiting list.

Now, the Housing Authority is expanding the homeless preference to include homeless families who are not referred by a CBO. This will provide homeless individuals who are already on our waiting list with an additional path to receive assistance. The family must be able to provide a certification of their homeless status from a government organization or other organization that is qualified to determine their homelessness.

- **Verification of Jurisdictional Preference**

Currently, families who live or work in the Housing Authority's jurisdiction must provide one of the following as proof: current rent receipts, leases, utility bills, employer or agency records, school records, driver licenses, state identification cards, credit reports, or letters from their employer.

Now, in addition to the items listed above, the Housing Authority may accept other documents, such as certifications or declarations to verify that a family lives or works in the jurisdiction.

- **Criminal Activity**

Currently the Housing Authority policy prohibits drug-related criminal activity and violent criminal activity by any family member or their guests.

Now, the Housing Authority is expanding the policy on criminal activity to include other criminal activity which is defined as: "any activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises."

Public Housing and Housing Choice Voucher Programs

Currently, the Housing Authority does not have a policy regarding the Data Compliance System (system). The system allows the Housing Authority to preserve the integrity of its program and prevent fraud.

Now, the Housing Authority will implement a policy for the use of the Data Compliance System, which automatically provides publically available arrest data from Los Angeles County law enforcement agencies. The Housing Authority will verify the information collected on its applicants and participants, and will take appropriate action related to program violations.

Section 24 of the Code of Federal Regulations, Part 903.17, requires a public hearing to approve the Annual Plan. Copies of the Annual Plan were made available for review and comment during a public comment period from December 26, 2014 to February 10, 2015 at 11 housing developments, the South Whittier Community Resource Center, Housing Authority administrative offices, and the Housing Authority website. Notices of the availability of the documents and the public hearing were also published in newspapers of general circulation during the public comment period.

The Summary of Public Outreach regarding the Annual Plan, a list of the fourteen Public Housing Program developments in the Capital Fund Annual Statement for Fiscal Year 2015-2016, and the Annual Plan, are provided as Attachments A and B, respectively.

The Resolution approving the Annual Plan for submission to HUD has been approved as to form by County Counsel. At the conclusion of the Public Review and Comment period, the Housing Authority will provide to the Board all public comments pertaining to the Annual Plan. At the conclusion of the public hearing, public comments approved by the Board will be incorporated into the Annual Plan and submitted to HUD.

ENVIRONMENTAL DOCUMENTATION

These activities are exempt from the provisions of the National Environmental Policy Act (NEPA) pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(1), because they involve planning activities that will not have a physical impact on or result in any physical changes to the environment. The activities are also not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

Prior to implementation of any particular project, an Environmental Service Request will be submitted to the Community Development Commission's Environmental Services Unit for review. Each project will receive an environmental clearance in accordance with CEQA Guidelines and NEPA regulations before proceeding with the project.

Honorable Housing Commissioners
February 25, 2015
Page 7

IMPACT ON CURRENT PROGRAMS

Submission of the Annual Plan is required by HUD for the receipt of CFP funds and for the continuation of the Public Housing and Housing Choice Voucher Programs.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Sean Rogan", followed by a horizontal line.

SEAN ROGAN
Executive Director

SR:ES:do

Enclosures

Attachment A

Summary of Public Outreach

Section 511 of the QHWRA instructs every public housing authority to convene one or more Resident Advisory Boards (RABs) to assist and make recommendations on the development of the Annual Plan, as well as on any significant amendments or modifications. Public Housing Program residents and Section 8 Program participants were invited to participate on the RAB to learn about programs included in the Annual Plan and to provide input.

Summary of RAB Activities

Public Housing Program

- On July 8, 2014 and October 7, 2014, separate Resident Council Forums were held at Nueva Maravilla and the Annual Plan was summarized to the Resident Councils. The HA encouraged all Resident Council members to participate in the upcoming monthly RAB meetings. Staff provided an overview and review of the Annual Plan timeline, and outline. A third Resident Council Forum meeting was held during the 45 day public review and comment period on January 13, 2015 at Nueva Maravilla to review all proposed Annual Plan policy and program changes for Fiscal Year 2015-2016.
- On October 7, 2014, the Housing Authority distributed an invite to all Resident Councils to attend the scheduled RAB meetings.
- Twenty-One Resident Council members volunteered to participate in the development of the Annual Plan.
- Two public housing RAB meetings were held. The meetings on November 7, 2014 and November 19, 2014 were held at the Housing Authority Alhambra main office located at 700 W. Main Street, Alhambra, CA 91801.

Section 8

- On November 18, 2014, at the Administrative Office located at 2323 E. Palmdale Blvd. Suite B, Palmdale, CA 93655 a RAB meeting was held. An overview of the 5-Year and Annual Plan and the Administrative Plan policy changes for the fiscal year 2015 were reviewed and discussed.
- On November 20, 2014, at the Section 8 Administrative Office located at 700 W. Main St. Alhambra, CA 91801 a second RAB meeting was held. Provided an overview of the 5-Year and Annual Plan and the Administrative Plan policy changes for the fiscal year 2015.
- A total of eight RAB members participated in the two day RAB meeting event.

Other Outreach Activities

- A summary of the RAB comments and Housing Authority responses are included in Attachment F of the Annual Plan.
- Spanish translators were provided during the Public Housing and Section 8 RAB meetings if requested.
- In December 2014, a public notice was mailed to all Public Housing residents notifying them of the Public Review and Comment Period.
- In December of 2014, a public notice announcing the Public Review and Comment Period was published in the Los Angeles Times, La Opinion, International Daily News, Whittier Daily News and the Long Beach Press Telegram. The names of bilingual (Spanish and Russian) Housing Authority staff contacts were provided in the public notice.
- During the Public Review and Comment Period, the Annual Plan was made available at 11 housing developments, the South Whittier Community Resource Center, the Housing Authority Administrative Offices and the Housing Authority website.
- Summaries of the Annual Plan were available during the Public Review and Comment Period in Russian, Mandarin Chinese, Korean and Spanish at the above locations.
- Information regarding the RAB and the Annual Plan is published annually in the Section 8 Tenant Talk newsletter.

Attachment B

<u>Housing Development</u>	<u>Address</u>	<u>District</u>
1. Nueva Maravilla "Rosas"	4919 E. Cesar E. Chavez Los Angeles, CA 90022	1
2. McBride Avenue	1229 So. McBride Ave. Los Angeles, CA 90023	1
3. Simmons Avenue	927 So. Simmons Ave. Los Angeles, CA 90022	1
4. Williamson Avenue	706-708 ½ So. Williamson Ave.	1
5. Southbay Gardens	230 E. 130 th Street Los Angeles, CA 90061	2
6. Palm Apartments	959 Palm Ave., West Hollywood, CA 90069	3
7. West Knoll	838 West Knoll Ave., West Hollywood	3
8. Marina Manor I	3401 Via Dolce Marina Del Rey, CA 90292	3
9. Marina Manor II	3401 Via Dolce Marina Del Rey, CA 90292	3
10. Carmelitos Family	700 Via Wanda Long Beach, CA 90805	4
11. Harbor Hills	26607 S. Western Ave. Lomita, CA 90717	4
12. Orchard Arms	23410-23540 Wiley Canyon Rd. Valencia, CA 91355	5
13. Quartz Hill I	5028 West Ave. L-12 Quartz Hill, CA 93536	5
14. Quartz Hill II	42051 51th Street Quartz Hill, CA 93536	5



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February 25, 2015

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

**AWARD A CONSTRUCTION CONTRACT FOR THE SOUTH SCATTERED SITES
ROOF REHABILITATION PROJECT
(DISTRICT 2)**

SUBJECT

This letter recommends award of a Construction Contract (Contract) to Universal Coatings Inc. to repair and recoat various roofs including all accessories and associated work at 1115 W. 90th Street, Los Angeles, CA 90044, 1116 W. 90th Street, Los Angeles, CA 90044, 11431 S. Normandie Avenue, Los Angeles, CA 90044, and 230 E. 130th Street, Los Angeles, CA 90061. These four public housing sites owned by the Housing Authority are commonly known as the South Scattered Sites and are located in unincorporated Los Angeles County.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that Board of Commissioners find that the proposed Project is exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and record of the project.
2. Recommend that Board of Commissioners approve the Project and adopt the plans and specifications that are on file in the Construction Management Unit of the Community Development Commission for construction of the Project.
3. Recommend that Board of Commissioners award and authorize the Executive Director or his designee to execute a Contract and all related documents with Universal Coatings Inc., the lowest responsive and responsible bidder, to complete roof repair and recoating, at four scattered public housing sites in unincorporated Los Angeles County, following

receipt of the approved Faithful Performance and Labor and Material Bonds and insurance filed by the Contractor, and using \$259,325 included in the Housing Authority's approved Fiscal Year 2014-2015 budget.

4. Recommend that Board of Commissioners authorize the Executive Director or his designee, upon his determination and as necessary and appropriate, to amend the contract, or to terminate the contractor's right to proceed with the performance of the Contract or to terminate the Contract.
5. Recommend that Board of Commissioners authorize the Executive Director or his designee to approve Contract change orders not to exceed \$51,865 for unforeseen project costs, using the same source of funds.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to find that the project is exempt from the California Environmental Quality Act and award a Contract to complete roof repair and recoating, including all accessories and associated work, at four scattered public housing sites in unincorporated Los Angeles County.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The Housing Authority will fund the improvements with \$259,325 in Community Development Block Grant (CDBG) funds allocated to the Second Supervisorial District by the U.S. Department of Housing and Urban Development (HUD) and included in the Housing Authority's approved Fiscal Year 2014-2015 budget.

A 20% contingency in the amount of \$51,865 is being set aside for unforeseen costs using the same source of funds. This contingency is recommended because roof repair and recoating often involves damage that extends further than initially identified in the scope of work.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The four scattered public housing sites; 1115 W. 90th Street, Los Angeles, CA 90044, 1116 W. 90th Street, Los Angeles, CA 90044, 11431 S. Normandie Avenue, Los Angeles, CA 90044, and 230 E. 130th Street, Los Angeles, CA 90061 are located in unincorporated Los Angeles County and consist of 146 housing units. The scope of work for this Contract includes the demolition of existing damaged electric solar panels, capping and repairing shingles created by the demolition, repairing dormer vents, and existing damaged gutters at 230 E. 130th Street. The scope of work also includes recoating of the roofs at 11431 Normandie Avenue, 1115 W. 90th Street and 1116 W. 90th Street, including all accessories and associated work.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Universal Coatings Inc. will commit to hire Section 3 qualified residents at least 30-percent aggregate new hire positions; and/or subcontractor more than 25-percent of the contract amount to Section 3 qualified business concerns. Housing and Community Development Act of 1968, as amended, requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

ENVIRONMENTAL DOCUMENTATION

Pursuant to 24 Code of Federal Regulation, Part 58, Section 58.35 (a) (3)(ii), this project is excluded from the National Environmental Policy Act (NEPA), because it involves activities that will not alter existing environmental conditions. It is categorically exempt from the provisions of CEQA. The Project, demolition of existing damaged electric solar panels, capping and repairing shingles created by the demolition, repairing dormer vents, and existing damaged gutters and re-coating of the roofs, including all accessories and associated work, is within a class of projects that has been determined not to have a significant effect on the environment in that it meets the criteria set forth in Section 15301 of the CEQA Guidelines and Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, the project is not in a sensitive environment, and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records.

CONTRACTING PROCESS

On November 26, 2014, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject property. Invitations for Bids were mailed to 156 contractors identified from the Housing Authority's vendor list. Advertisements also appeared in one local newspaper, and on the Housing Authority and websites. Forty-one bid packages were downloaded from the websites by the contractors.

On December 30, 2014, five bids were received and formally opened. The lowest bidder, Fisher Contractor Inc., failed to meet the minimum mandatory experience requirements for the project and its bid was rejected. The second lowest bidder, Universal Coatings Inc., was determined to be the most responsive, and responsible and is being recommended for the Contract award.

The Summary of Outreach Activities is provided as Attachment A.

Honorable Board of Commissioners
February 25, 2015
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IMPACT ON CURRENT PROJECT

The award of the Contract will modernize the four housing development sites with rehabilitated energy efficient roofs. These improvements will conserve energy, save costs, and protect the units and residents.

Respectfully submitted,



SEAN ROGAN
Executive Director

SR:MB:mo

Enclosures

ATTACHMENT A

Summary of Outreach Activities

On November 26, 2014, the following outreach was initiated to identify a contractor to complete the roof repair and recoating including all accessories and associated work at the four housing development located at 1115 W. 90th Street, 1116 W. 90th Street, 11431 Normandie Avenue, Los Angeles, CA 90044, and 230 E. 130th Street, Los Angeles, CA 90061.

A. Advertising

Announcements appeared in the Los Angeles Times. An announcement was also posted on the Housing Authority and County websites.

B. Distribution of Bid Packages

The Housing Authority's vendor list was used to mail out Invitations for Bids to 156 contractors, of which 89 identified themselves as businesses owned by minorities or women (private firms which are 60 percent owned by minorities or women, or publicly-owned businesses in which 56 percent of the stock is owned by minorities or women). As a result of the outreach, forty-one packages were downloaded from the websites by the contractors.

C. Pre-Bid Conference and Site Walk

On December 11, 2014, a mandatory pre-bid conference and site walk was conducted. Ten firms were in attendance.

D. Bid Results

On December 30, 2014, a total of five bids were received and publicly opened.

The bid result was as follows:

<u>Engineers' Estimate</u>	\$251,500
<u>Company</u>	<u>Bid Amount</u>
Fisher Contractor, Inc.	\$207,661
Universal Coatings Inc.	\$259,325
Best Contracting Services	\$273,500
Brazos Urethane	\$283,465
Cook Coatings Inc.	\$344,843

E. Minority/Female Participation – Selected Contractor

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Universal Coatings Inc.	Non-Minority	Total: 18 6 Minorities 2 Women 33% Minorities 11% Women

F. Minority/Women Participation - Firms Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Fisher Contractor, Inc.	Minority	Total: 8 8 Minorities 0 Women 100% Minorities 0% Women
Best Contracting Services	Non-Minority	Total: 374 285 Minorities 36 Women 76% Minorities 10% Women
Brazos Urethane	Non-Minority	Total: 75 37 Minorities 7 Women 49% Minorities 9% Women
Cook Coatings Inc.	Non-Minority	Total: 20 2 Minorities 2 Women 10% Minorities 10% Women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of the contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

ATTACHMENT B

Contract Summary

Project Name: South Scattered Sites Various Roofs Rehabilitation Project
Location: 1115 W. 90th Street, 1116 W. 90th Street, 11431 Normandie Avenue, Los Angeles, CA 90044, and 230 E. 130th Street, Los Angeles, CA 90061.
Bid Number: CDC 14-216
Bid Date: December 30, 2014
Contractor: Universal Coatings, Inc.
Services: The scope of work for this Contract includes the demolition of existing damaged electric solar panels, capping and repairing shingles created by the demolition, repairing dormer vents, and existing damaged gutters at 230 E. 130th Street. The scope of work also includes recoating of the roofs at 11431 Normandie Avenue, 1115 W. 90th Street and 1116 W. 90th Street, including all accessories and associated work.

Contract Documents: Part A – Instructions to Bidders and General Conditions; Part B – Specifications; Part C – Bidder's Documents, Representations, Certifications, Bid, and Other Statements of Bidder; all addenda to the Contract Documents.

Notice to Proceed and Completion: The work to be performed under this Construction Contract shall be commenced within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within one hundred and twenty (90) calendar days following the required commencement date.

Liquidated Damages: In the event of breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of **Five Hundred Dollars and Zero Cents (\$500.00)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

Contract Sum: The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of **Two Hundred and Fifty Nine Thousand Three Hundred Twenty Five Dollars and Zero Cents (\$259,325)**. The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Construction Contract.

Contract Contingency: **\$51,865**